

TO THE OFFICIALS OF THE STATE-CHARTERED CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the September 30, 2003, Call Report. This package contains a copy of the Call Reports (form 5300 and 5300SF), the PC 5300 *Windows* program compact disk, a PC 5300 data disk, a copy of the PC 5300 *Windows* Checklist, and a return mailer.

Call Report: The form 5300 contains both core pages and supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. **Please carefully review the *Instructions for Reporting Requirements* located in the form 5300 Call Report**, just before the Working Copy of the form. Credit unions with assets less than \$10 million have the option of completing a short form version of the Call Report (form 5300SF).

Paper copies of the forms are provided for your convenience. You are not required to return a form if you use the PC 5300 program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the PC 5300 program, you must install the current system enclosed in this package. Please make sure that the version which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 3C. Your charter number and check digit are listed at the top left corner of this page.

Report of Officials: The 2003 Report of Officials (form 4501) and the report's *Windows* software were sent with the December 2002 call report materials. The software is also included with the current CD. The form and software are available on our website at www.ncua.gov/ref/roofficials/roofficials.html.

Please call NCUA Customer Service at 1-800-827-3255 with any software questions. **Please direct any questions not related to the PC 5300 software to the NCUA examiner listed below.**

Credit unions with Internet access using the *eSend to NCUA* feature within the *NCUA Form 5300 for Windows* program can securely transmit the Call Report data for processing. Please refer to the instructions for further details. Your Authentication Key required to use *eSend to NCUA* is listed at the bottom of this page.

If you use *eSend to NCUA*, no further documentation is necessary. The processing examiner will contact you with any questions during processing. If you do not use *eSend to NCUA*, please place the *NCUA Form 5300 for Windows* data disk (containing your transmission file) and/or the Call Report (Form 5300 or 5300SF) **AND A COPY OF YOUR SEPTEMBER 30, 2003, FINANCIAL STATEMENTS** into the return mailer. ***THE COMPLETED FORM OR DISK MUST BE RETURNED BY OCTOBER 22, 2003, TO THE FOLLOWING ADDRESS:***